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you're human



























company, or business affiliation. One might think that carrying a small card is useless or just a piece of paper, but with business cards, that is not the case. They have a lot more to offer. Simply by having someone's business card, you can easily contact the person and find a job for yourself by presenting yourself in the right way and manner. Knowing the business is a major step in finding a job. Business information is easily accessible through business cards. A brief business introduction is on the card. By knowing another business, one can create partnerships. Going into much longer conversations with people and telling them about your business each time is, at times hectic. A business card saves our time by telling the other person necessary details like in what business you are in and what you do. Presenting a business card at your first meeting reflects the professional approach that you possess. It is an introduction in which words speak while you are silent. So, all the professionals have your business card and keep reminding your customers about you, reflect your company value and not forget to differentiate yourself from your competitors out there. Of course, it is. You are here on this page and we make sure you will find what you are told. Find the best design business card templates for FREE! You can easily download and customize any card from the list. Get the print and the card is ready to present. Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB #1A business card with red and black curves. The margins are given at the four sides of the card so that you can trim it for the size of your requirement. Download Dimension: 3.38" x 2.13" | [Size: 66.0 KB] #2A professional design business card with nothing left to be improved. Does it? The card is generic in colors so that it can be used for any type of business or profession. Do tell us about which business you belong to and did you find it useful for you? Download Dimension: 3.38" x 2.13" | [Size: 88.0 KB] #3You cannot say this is a simple card. Creating something in black and white does require extra skills of designing and let me say this card has a fantastic design. Nowadays it is hard to see people having black and white, but we believe that classic look is never old. Download Dimension: 3.38" x 2.13" | [Size: 106.0 KB] #4You might think the designing of this card is simple. Think again!!! as this card has taken two and half hours to design. Would you believe this? However, we don't think this must be the reason for using it. The only unique reason to use this card is its designing. Isn't it looking fantastic? Download Dimension: 3.38" x 2.13" | [Size: 90.0 KB] #5If 10 is for best, we will give 11 to this card. A masterpiece of designing in the field of business cards. The choice of colors is amazing and how beautiful are those curves!!! mean on the card. Look again!!! Download Dimension: 3.38" x 2.13" | [Size: 204.0 KB] #6A business card that can have much information. The space on the right is for the basic details of an individual, however, on the left, there is enough space to add text if you want. Download Dimension: 3.38" x 2.13" | [Size: 187.0 KB] #7Looking at this business card will make you keep looking at it for some time. Our designer has made something that has not been done in the field of business card designs so far. If you agree with this then this card is for you. Let us know how you like this card? Download Dimension: 3.38" x 2.13" | [Size: 81.0 KB] #8Jumping to #8 should not be boring as this card is perfect for you. What else you need other than this card? This business card is a complete package of designing requirement. Further, you will not be missing anything important to write on the card. Download Dimension: 3.38" x 2.13" | [Size: 425.0 KB] #9A business card that has never been seen in the market so far. The card has a unique design and very few designing curves. Download Dimension: 3.38" x 2.13" | [Size: 526.0 KB] #10Last on the list is again amazing to see. You must appreciate the efforts of the designers for presenting you with beautiful design business card for free. Download Dimension: 3.38" x 2.13" | [Size: 115.0 KB] Creating a business card on Word is a simple process that anyone can do, even if you're not a tech whiz. All it takes is opening up the program, picking a template or creating your layout, entering your information, and tweaking the design to fit your brand. After that, you can print your business cards straight from your computer. Easy, right? Before we jump into the nitty-gritty, let's get one thing straight: following these steps will give you a professional-looking business card that you can be proud to hand out. So let's get started! Open the Microsoft Word program on your computer. When you open Word, you'll be greeted with a variety of options. For our purposes, we want to focus on creating a new document. Select a business card template or create a new blank document. Word has a bunch of templates ready for you to use. If you want to save some time, pick one that suits your style and skip ahead to entering your information. Type in your personal or business information into the template or blank document. This is where you make the card truly yours. Add your name, title, company, contact details, and any other information you want people to have. Customize the design by changing the font, colors, and adding a logo. Use your brand colors, choose a font that represents your style, and don't forget to add your logo for that extra professional touch. Print your business cards on business card stock from your printer. Make sure your printer settings are correct and that you're using the right kind of paper. After that, it's just a matter of hitting 'print' and waiting for your brand new business cards to come out. After completing these steps, you'll have a stack of business cards ready to distribute. It's a quick and cost-effective way to make sure you're always prepared to network and promote your business or services. Use high-quality images for your logo to prevent any blurriness when printed. Stick to one or two fonts to keep your design clean and easy to read. Make sure to save your document so you can easily update or reprint your business cards in the future. Consider adding a QR code to your business card for easy access to your website or portfolio. Always do a test print on regular paper before printing a whole batch to avoid waste. The standard business card size is 3.5 inches by 2 inches. Yes, you can insert your own images into a business card template in Word. Make sure to check your printer settings and use the appropriate business card paper for the best results. Yes, you can share your Word document, and others can edit it if they have Word installed. Yes, you can create double-sided business cards by setting up your document to print on both sides. Open Microsoft Word. Choose a business card template or create a new blank document. Enter your personal or business information. Customize the design. Print your business cards. So there you have it - a straightforward guide on how to make a business card on Word. It's a perfect solution for those looking to create professional and personalized business cards without the fuss of complicated design software. With a bit of creativity and attention to detail, you can produce business cards that make a great first impression. In our digital age, it's easy to overlook the power of a physical business card. However, they're still a crucial tool for networking and establishing professional relationships. A well-designed business card can provide a tangible reminder of your encounter and is often the first representation of your brand that people will see. Remember, your business card is an extension of your professional identity. It should convey the essence of your brand and the quality of your work. By following the steps outlined in this guide, you can ensure that your business card does just that. Whether you're attending a local networking event, a conference, or just meeting a potential client for coffee, having a business card handy can open the door to new opportunities. So why not take the time to create a set of business cards that you can be proud of? It's a small step that can lead to big things for you and your business. And who knows, your next big break could be just a business card away. Matthew Burleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times. After receiving his Bachelor's and Master's degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites. His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well. Read his full bio here. Enjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever. See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals. Download Our Latest VisualGPS ReportData-backed trends, Generative AI demos, Answers to your usage rights questions. Our original video podcast covers it all—now on demand. Watch NowEnjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever. See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals. Download Our Latest VisualGPS ReportData-backed trends, Generative AI demos, Answers to your usage rights questions. Our original video podcast covers it all—now on demand. Watch Now 1 Open Word and click New to create a new blank document. If you'd prefer to create your business card yourself, you can use the Table tool to make it easier. 2 Click the Layout tab and click Margins. Select "Narrow" to make the margins a little smaller than the default setting. This will allow you to fit the business cards on the page.[4] 3 Click the Insert tab and then click Table. A grid will appear beneath the Table button.[5] 4 Create a 2 x 5 table. Use the grid to insert a table that is two cells wide and five cells high. 5 Right-click on the table's selection crosshair and select "Table Properties". This will open the Table Properties window. The selection crosshair appears in the upper-left corner of the table when you hover over it. 6 Set the alignment of the table to Center. This will make it easier to make the cards even. This setting is in the Table tab of the "Table Properties" window. 7 Click the "Row" tab and check the "Specify height" box. Enter 2" and change the drop-down menu to "Exactly". Note that the standard business card size varies by country. The standard US business card size is 3.5 inches (8.9 cm) x 2 inches (5.1 cm). Here are a few other standards: The standard business card size is also 3.5 inches (8.9 cm) x 2 inches (5.1 cm) in Canada. In the United Kingdom, the standard size is 8.5 centimetres (3.3 in) x 5.5 centimetres (2.2 in). For Australia, the standard size is 9.1 centimetres (3.6 in) x 5.5 centimetres (2.2 in). 8 Click the "Column" tab. The Preferred width box is checked by default, but you'll want to change the specified width in the box. Enter 3.5" and change the drop-down menu to your preferred measurement, such as "Inches". 9 Examine your table. You should now have a table on your page that is separated into ten identical business card-sized cells. If the table doesn't fit, you may have to extend your bottom margin by a tenth of an inch. 10 Right-click the crosshair again and select AutoFit. Choose "Fixed column widths". This will prevent the table from changing shape as you add information to the first cell.[6] For double-sided business cards, copy and paste the table onto a second page in the Word document. The second page will be the back of the business card. 11 Add your information to the first cell. You can use all of your regular Word formatting tools while typing in the cell. You can insert text boxes and images, change fonts, add color, or perform any other formatting that you'd like. Adding pictures to your business card can give it a personal touch and build your brand. You can crop and rotate the images as needed. Check out our guide to formatting in Word for more tips! If you're creating a double-sided card, add your additional information to the first cell in the second page table. 12 Proofread the card. Before copying the information into each of the other cells, take the time to review it now for any errors or typos. If you proofread later, you'll have to change each cell instead of just changing the first before copying it. You can have a family member or friend review your cards before printing to make sure they're free of errors. 13 Select the entire first cell when you're satisfied. To do so: Move your cursor to the bottom-left corner of the cell until it turns into a diagonal arrow. Click and the cell's contents will be selected. Press Ctrl+C (Windows) or ⌘ Cmd+C (Mac) to copy the contents of the cell to the clipboard. 14 Click in the next cell and paste the copied information. You can click "Paste" in the Home tab, or you can press Ctrl+V (Windows) or ⌘ Cmd+V (Mac). Your copied information will appear in the cell in the right locations. Repeat this for each of the cells on the page. Make sure that your business card organization is minimalistic. You can't realistically fit everything about your company into a single card—instead, focus on the most important info like your company logo, name, email address, physical address, website, and role in the company. 15 Right-click the crosshair again and select "Table Borders and Shading" button and select "None" for the border. This will ensure that parts of the cell borders don't appear when you cut the cards.[7] Make sure to save your Word document in case you want to edit it later! 16 Find good paper for the cards. You'll want a nice cardstock paper to print your new business cards on. Make sure that your printer supports the type of paper that you get. You can also send your completed file off to a printer to have the cards professionally printed. To print double-sided cards, make sure to select Print on both sides in the print menu. This will print the second page (the back of the business card) on the back side of the paper. Print one test sheet first to make sure everything looks good and that the back side is aligned properly with the front. 17 Use a precision cutting tool. Avoid using scissors or other cutting tools that require you to maintain a straight line. Use professional paper cutting tools to make sure your cuts are even and properly measured. Advertisement Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Creating your own business cards in Microsoft Word is a straightforward process that can save you time and money. Whether you're using a template or starting from scratch, Word provides all the tools you need to design professional-looking business cards. This tutorial will guide you through both methods, ensuring you end up with a business card that effectively represents your professional identity. How to Use a Microsoft Word Business Card Template Business card templates for Word are available right inside the application from Microsoft's searchable online library. With a quick search, you can access over 30 Microsoft Word business card templates, free of charge. Here's how: Open Word and Access Templates. Navigate to the "More templates" button on the home screen to explore Word's template options. Type "Business Card" in the search box. Filter the templates by typing "Business Card" in the search box. Select Your Preferred Template. Choose a template that fits your needs, such as the "Flower personal business card" template for its simplicity. Create Your Business Card. Click "Create" to open the template for editing. Customize the Template. Remove default images by selecting them and pressing "Delete". Insert Your Logo. Go to "Insert > Pictures > This Device..." to add your logo. Adjust Image Size. Resize your logo to fit by dragging its bounding box. Adjust the image dimensions to fit by dragging its bounding box. Edit the Text. Replace placeholder text with your information. The text will automatically update as you type. Customize Font and Color. Highlight your name or any text, then use the font color icon in the "Home" tab to choose a color. Finalize Your Design. Continue customizing the template with your contact information and details. Print Your Business Cards. Save your document, print and cut your business cards on card stock for a professional finish. How to Make Business Cards in Word From Scratch If you'd rather make a completely custom business card in Word, you can make use of the table function and some creative formatting to do so. One bonus of this method is that you'll have a well-defined border to cut around after you print them. Start with a Blank Document. Create a new, blank document in Word. Open Custom Margins Options. You'll find the "Margins" button on the far left of your ribbon. Set Custom Margins. In the Page Setup window, click the "Margins" tab and adjust your top and bottom margins to 0.25". Insert a Table. Add a 2x5 grid table to your document for standard business card sizes. Adjust Table Properties. Right-click on the table to set specific dimensions for cells and rows. Open the "Table" tab and click the "Center" alignment button. Open the "Cell" tab and click "Preferred width", then set it to 3.25". Open the "Row" tab, tick "Specify height", and type 2". Press "OK" when you're done adjusting the table's formatting. Insert a picture to your first table cell. To do so, open the "Insert" tab in your ribbon, then click "Pictures > This Device..." Navigate to your logo image and press "Insert". Click the image, then press the layout icon in its top right and select "Top and bottom". Type your name, address, and other details underneath the logo and highlight your name. In the "Home" ribbon tab, click the font dropdown and choose a font for your name. Adjust the font size to 16 points. Optional: change your font color. Highlight and edit the information under the name. Insert everything in the cell and press "Ctrl + C" on your keyboard. Replicate Across Cells. Copy and paste the design into the remaining cells to create a full page of business cards. Print and Cut. Print the business cards on high-quality card stock and cut them out along the table borders. Yes, you can enhance the uniqueness of your business cards by using custom fonts. First, ensure the font is installed on your system. After installation, reopen Word, and the new font will appear in the dropdown font list under the "Home" tab. Remember, if you share the Word file, the recipient must also have the font installed to see the design as intended. To ensure your design is viewable by anyone, save it as a PDF. In Word, go to "File" > "Save As" and select "PDF" from the "Save as type" menu. This format preserves your layout and font choices, ensuring others see the design exactly as you intended, regardless of their software. For a professional look and feel, choose card stock between 80 and 110 lb (pounds). This range is thick enough to provide durability and a premium feel but is still typically compatible with most home and office printers. Check your printer's manual for maximum paper thickness to avoid jams. Yes, adding a QR code is a great way to link directly to your professional website or portfolio. Generate your QR code using an online generator, then download the code as an image. Insert this image into your Word document by clicking "Insert" > "Pictures" and selecting the QR code from your files. Adjust the size without distorting the code to ensure scanability. To create a stylish border around your business card, select the table or cell containing your design, then navigate to the "Design" tab that appears under the "Table Tools" when the table is selected. Here, you can choose from various border styles, colors, and thicknesses. Be mindful of the print margin limitations of your printer to ensure the border prints as expected. Yes, printing double-sided business cards can be achieved by adjusting your printer settings. Look for an option like "Print on Both Sides" or "Duplex Printing" in the printer dialogue box when you print from Word. Depending on your printer's capabilities, you may need to manually reinsert the paper to print the second side. Color discrepancies between screens and printouts are common due to differences in color reproduction technologies. To achieve colors that are as close as possible to your design, use a calibrated monitor and select "Color Management" options within your printer's properties. It's also wise to print a test card on the same card stock you plan to use for the final print to see how the colors actually appear. After perfecting your business card design, you can save it as a template for future projects. Go to "File" > "Save As" and choose "Word Template (\*.dotx)" from the "Save as type" dropdown menu. This saves your layout, font, and design choices, making it simple to create new business cards with the same branding. How can I align text vertically in my business card's cell in Word? For vertical text alignment within a table cell, right-click the cell and select "Table Properties". Navigate to the "Cell" tab, and under "Vertical alignment," choose either "Top," "Center," or "Bottom." This feature is particularly useful for achieving a balanced look in your design. Can business cards created in Word be considered professional? Absolutely. With careful attention to layout, font choices, and print quality, business cards designed in Word can rival those made with specialized design software. The key to professionalism is in the details: ensure your information is accurate, your branding is consistent, and your printing materials are of high quality. What if I want to use a non-standard size for my business cards? To design a business card with a non-standard dimension in Word, adjust your table or document size to reflect your desired dimensions. Use the "Layout" tab to modify the size of rows and columns within a table, or use the "Page Setup" dialog (accessible under the "Layout" tab) for overall document dimensions. Always verify that your printer can accommodate your chosen size before finalizing your design. How do I ensure my printed business cards have accurate dimensions? For accurate dimensions, pay close attention when setting up your document and printing. Use the "Layout" tab to set exact margins and table dimensions, and always print a test page on regular printer paper before using your final card stock. This practice ensures any adjustments needed for margins or alignment can be made before the final print. How to duplicate a business card design to fill a page in Word? After designing your card, you can easily replicate the design across a page. If you're using a table, copy the contents of the designed cell, then paste into the other cells of the table. For a design created on the whole page, copy the entire page content and paste it into a new blank page in the same document. Ensure uniformity in your document setup across pages for consistent results. Can I import designs from other software into Word for my business card? While importing a complete design from another software can be limited, you can bring in aspects like logos or background images. Save these elements as images in a format like JPEG or PNG, then use Word's "Insert" > "Pictures" option to add them to your business card design. This method allows for some level of design portability, though recreating text and other elements directly in Word ensures the best editability and print quality. How can I print my business cards from Word without a border appearing around them? To achieve borderless printing, ensure your design extends to the very edge of the Word document. In your printer settings, select "borderless printing" if available. Not all printers support borderless printing, especially for thicker card stock, so check your printer's capabilities and perhaps consider professional printing services for borderless business cards. Related: How to Add an Email Signature in Outlook Though simply writing your name does the job, an email signature adds a degree of professionalism to your email while promoting your social media and other platforms. In our other guide, we show you how to create a signature in Outlook using a set of Microsoft-provided templates. We also cover how to change signatures in Outlook if you have one already. Related: How to Remove or Clear Formatting in Microsoft Word If you pasted text into your document from the internet or another document, you may find it necessary to learn how to clear formatting in Word. The in-built feature will remove any display issues you may have and return text to its default form. In our other guide, we show you how to clear formatting in Word via the Styles and Font windows so you can get your document back to a blank slate. Related: How to Customize the Ribbon in Microsoft Word, PowerPoint, Excel, and Outlook For many years now, Microsoft Office has used an intuitive ribbon system to help users easily find and organize the tools they require. Though many are familiar with the interface, fewer realize that you can actually customize the ribbon in MS Word, PowerPoint, Excel, and Outlook. In our other guide, we show you how to customize the ribbon in Microsoft Word, PowerPoint, Excel, or Outlook, including how to add, remove, and rename tabs and items. Last Updated on November 7, 2024 9:26 pm CET You can use any fancy design software for making business cards. However, if you are in a hurry and do not have access to other software, you can use Microsoft Word. Starting from Scratch Using Templates We will show you how to make business cards in Microsoft Word. Let us begin. This method uses the basic tools available in Word to make your business card. Open a new blank document in Word. Click the Layout tab in the top menu bar to change the ribbon. In the section Page Setup, click the Margins icon. A drop-down menu will appear. Click the Narrow margin. Click the Insert tab in the top menu bar to change the ribbon. In the section Tables, click the Table icon. The Insert Table dialog box will open. Select an array of 5x2. A table with two columns and five rows will appear in the document. Click the table. Right-click the selection cross-hair in the top right corner of the table. A menu will open. Click the Table Properties... icon. A dialog box for Table properties will open. Under Alignment, click on the Center icon. This will place the table in the center of the document. Click the Row tab at the top. Under the heading Size, Click the box on the left of Preferred Width. Type 3.5" inside the box on the right of Preferred Width. Click the triangle beside the box on the right of Measure in., and click inches. Click the OK tab at the bottom. The array on the page will change to size 3.5" x 2". Note: The standard size of business cards in US, Canada, and India is 3.5" x 2". For UK, the standard size is 3.3" x 2.2". You may choose any other size according to your requirement. Type your details inside the first cell. Select the text you have just typed. Press CTRL+C on your keyboard to copy the text to the clipboard. Click inside the next cell. Press CTRL+V on your keyboard to paste the text from the clipboard. Repeat for all the cells. Select the text in all the cells. Use Word features to center the text horizontally and vertically. Change the font, color, size, and position of the text as necessary. Remove all borders from the cells. Now, your business cards are ready for printing. This method uses templates in Word to make business cards. Open Word. In the left pane, click the New tab. In the search bar, type business card. Click the search icon. Word will open a number of business card templates. Click the one you find most appropriate for your requirements. A dialog box will open. Click on the Create icon. Word will open a page with the cards in an array. Replace the information in the first card with appropriate data. Change the font, color, size, and position as necessary. The rest of the cards will change automatically. Now, your business cards are ready for printing. We have shown you two methods of making a business card using Microsoft Word. Use the one most suitable for your purpose. If you have any questions, please enter them in the comments section below. "Every element of these cards were designed to be accurate to 1/1000 of an inch, and I can tell there was no deviation among them, because they're all clear! This is the quality of work I was looking for, something I know I wouldn't have been able to achieve elsewhere." CEO & Director of Web Operations ThinkCode Creating your own business card template from scratch using Word is a great way to experience the joy of extreme frustration. After much pain and anguish, we finally worked through the quirks and now you can avoid similar pain by just downloading one of the free business card templates below. In addition to the business card templates, you'll also find that we've explained how to use them below - how to add your logo, how to easily modify the colors, and how to quickly copy/paste your business card. Advertisement At your local office supply store, you'll probably find 2 main types of card stock for the business cards, 10 cards per page or 8 cards per page. The purpose of the 8 per Page format is to allow you to have color that extends all the way to the edge of the card. All our business card templates are designed for standard-size business cards: 3.5" x 2" Vertx42™ Business Card Template Collection Cost: Free (\$0.00)License: Limited Use (Applies to all the business card templates listed below)Required: Microsoft Word® 2002(XP), 2003, 2007, 2010 Screenshot Format: 10 cards/page Create a calendar that you can print onto a business card magnet, store in your wallet, or print on the back side of your normal business card so that people will want to use your card continually for reference. (Thanks to Nathan Smith for the suggestion and ideas) Download the Excel file to format and create the calendar for any year, then copy and paste into the business card template as a picture. Download for Word (.docx) Business Card Calendar Creator (.xlsx) PDF Preview Style 10-AFormat: 10 cards/page Not only is the design simple and sophisticated, it is also easy on printer toner. You don't need a color printer, but you can of course change the text to whatever color you wish. Download for Word (.docx) | Download for OpenOffice (.odt) PDF Preview Style 10-BFormat: 10 cards/page The reversed out text is a nice way to highlight your contact information. Though it is in grayscale, you can change the colors however you like. I recommend keeping the text white with a darker background color. This card works well for adding a logo that requires a white background. Download for Word (.docx) | Download for OpenOffice (.odt) PDF Preview Style 10-CFormat: 10 cards/page For more impact, this business card template uses two big hits of color, which you can easily change. See the instructions below. Download for Word (.docx) | Download for OpenOffice (.odt) PDF Preview Style 8-AFormat: 8 cards/page The greens and browns, along with the angled bits of color lead to a very organic feel. If you choose a different color scheme, be careful to go with colors that work well together. Download for Word (.docx) | Download for OpenOffice (.odt) PDF Preview Style 8-BFormat: 8 cards/page The design of this business card is meant to separate the most important information (company name, your name, title & email) from the secondary information. With the color going to the edge of the card, the design is simple yet strong. Download for Word (.docx) | Download for OpenOffice (.odt) PDF Preview Style 8-CFormat: 8 cards/page The off center white box and san-serif font give this card a very modern and clean feel. Download for Word (.docx) | Download for OpenOffice (.odt) PDF Preview Style 8-D: 8 cards/page This business card template is very bold with its full hit of color. If you change the color, I recommend staying monochromatic (using different shades of the same color). This business card will definitely stand out in a crowd of mostly white business cards. Download for Word (.docx) | Download for OpenOffice (.odt) PDF Preview Style 8-EFormat: 8 cards/page This business card design is similar to style 10-C above, accept it takes advantage of the page format which allows the colors to go to the very edge of the card. This subtle difference increases the professional feel of the card. Download for Word (.docx) | Download for OpenOffice (.odt) Tips for Customizing the Business Card Template Editing your Business Card TEXT: When you open the file, you'll see that only one of the business cards contains text. You will only need to edit a single business card, because you'll be copying/pasting later on. GRAPHICS: We realize that one of the main things you'll want to do with these templates is choose your own color scheme, so we tried to make that simple by grouping all of the drawing objects (lines, background colors, etc.) so that you can change colors all at once. Hint: You can click on the "Show/Hide ¶" button to view anchor points and tabs. You may need to use the Selection tool (the Arrow) to select some objects. Adding a Logo to the Business Card Template When using Word, inserting drawing objects and images can mess things up, and sometimes it does in fact take an expert to figure out why things are going wrong. I don't guarantee that the following steps will work in all versions of Word, but hopefully you'll get the main idea and be able to format the objects and images as needed. In Word 2003: Place the cursor inside of one of the business cards. Go to Insert > Picture > From File... to insert your logo. Double-click on the image that you just inserted into your business card or go to Format > Picture. If you are inserting or editing a drawing object, select it using the selection tool and then go to Format > Object. In the Format Object or Format Picture dialog box, go to the Layout tab and select Behind text or In front of text (under Wrapping style). In the Layout tab, click on the Advanced button, which will take you to the Advanced Layout dialog box. I usually set the vertical alignment to Absolute position of "X" below the Margin. Also make sure Allow overlap and Layout in table cell are selected. We have found that positioning objectives relative to the Page leads to the greatest compatibility between versions of Word and OpenOffice. Copy Your Business Card We designed our templates so that you can edit a single business card and then copy it to the rest of the business cards on the page. Each of the business cards represents a cell within a table. It is important that you select the entire contents of the cell. Put your cursor inside one of the business cards. Go to Table > Select > Cell Press Ctrl+C to Copy Press Tab to move to the other cells in the table if you are using the 10-up version, or use the mouse to click in the other cells if you are using the 8-up version. Press Ctrl+V to Paste Print a Test Page What you see on your screen may not be what you see when you print (especially if graphic objects are used), so before printing out 100 sheets of unusable business cards, test on a regular piece of paper. Other Free Business Card Templates Microsoft Word Business Cards at templates.office.com - Microsoft's gallery includes some business card templates for Word and PowerPoint. Avery Business Card Templates at avery.com - Here you will find a link to the Templates for Business Cards, of which there are a great many. The downside is that you have to complete a sign-up form to download them (which you don't have to do at Vertx42). Business Card Design Creattica - Some very creative business cards! Disclaimer: Vertx42.com is not affiliated with the Avery Dennison Corporation.

Your name, your company representation, and your business affiliation—what else can one think of? Yes, the business card has it all! It is the most primitive means by which business people not only represent their contact information to other business people but also to potential customers or clients. A business card normally reflects the giver's name, company, or business affiliation. One might think that carrying a small card is useless or just a piece of paper, but with business cards, that is not the case. They have a lot more to offer. Simply by having someone's business card, you can easily contact the person and find a job for yourself by presenting yourself in the right way and manner. Knowing the business is a major step in finding a job. Business information is easily accessible through business cards. A brief business introduction is on the card. By knowing another business, one can create partnerships. Going into much longer conversations with people and telling them about your business each time is, at times hectic. A business card saves our time by telling the other person necessary details like in what business you are in and what you do. Presenting a business card at your first meeting reflects the professional approach that you possess. It is an introduction in which words speak while you are silent. So, all the professionals have your business card and keep reminding your customers about you, reflect your company value and not forget to differentiate yourself from your competitors out there. Of course, it is. You are here on this page and we make sure you will find what you are told. Find the best design business card templates for FREE! You can easily download and customize any card from the list. Get the print and the card is ready to present. Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB Business Card File: 2 MB #1A business card with red and black curves. The margins are given at the four sides of the card so that you can trim it for the size of your requirement. Download Dimension: 3.38" x 2.13" | [Size: 66.0 KB] #2A professional design business card with nothing left to be improved. Does it? The card is generic in colors so that it can be used for any type of business or profession. Do tell us about which business you belong to and did you find it useful for you? Download Dimension: 3.38" x 2.13" | [Size: 88.0 KB] #3You cannot say this is a simple card. Creating something in black and white does require extra skills of designing and let me say this card has a fantastic design. Nowadays it is hard to see people having black and white, but we believe that classic look is never old. Download Dimension: 3.38" x 2.13" | [Size: 106.0 KB] #4You might think the designing of this card is simple. Think again!!! as this card has taken two and half hours to design. Would you believe this? However, we don't think this must be the reason for using it. The only unique reason to use this card is its designing. Isn't it looking fantastic? Download Dimension: 3.38" x 2.13" | [Size: 90.0 KB] #5If 10 is for best, we will give 11 to this card. A masterpiece of designing in the field of business cards. The choice of colors is amazing and how beautiful are those curves!!! mean on the card. Look again!!! Download Dimension: 3.38" x 2.13" | [Size: 204.0 KB] #6A business card that can have much information. The space on the right is for the basic details of an individual, however, on the left, there is enough space to add text if you want. Download Dimension: 3.38" x 2.13" | [Size: 187.0 KB] #7Looking at this business card will make you keep looking at it for some time. Our designer has made something that has not been done in the field of business card designs so far. If you agree with this then this card is for you. Let us know how you like this card? Download Dimension: 3.38" x 2.13" | [Size: 81.0 KB] #8Jumping to #8 should not be boring as this card is perfect for you. What else you need other than this card? This business card is a complete package of designing requirement. Further, you will not be missing anything important to write on the card. Download Dimension: 3.38" x 2.13" | [Size: 425.0 KB] #9A business card that has never been seen in the market so far. The card has a unique design and very few designing curves. Download Dimension: 3.38" x 2.13" | [Size: 526.0 KB] #10Last on the list is again amazing to see. You must appreciate the efforts of the designers for presenting you with beautiful design business card for free. Download Dimension: 3.38" x 2.13" | [Size: 115.0 KB] Creating a business card on Word is a simple process that anyone can do, even if you're not a tech whiz. All it takes is opening up the program, picking a template or creating your layout, entering your information, and tweaking the design to fit your brand. After that, you can print your business cards straight from your computer. Easy, right? Before we jump into the nitty-gritty, let's get one thing straight: following these steps will give you a professional-looking business card that you can be proud to hand out. So let's get started! Open the Microsoft Word program on your computer. When you open Word, you'll be greeted with a variety of options. For our purposes, we want to focus on creating a new document. Select a business card template or create a new blank document. Word has a bunch of templates ready for you to use. If you want to save some time, pick one that suits your style and skip ahead to entering your information. Type in your personal or business information into the template or blank document. This is where you make the card truly yours. Add your name, title, company, contact details, and any other information you want people to have. Customize the design by changing the font, colors, and adding a logo. Use your brand colors, choose a font that represents your style, and don't forget to add your logo for that extra professional touch. Print your business cards on business card stock from your printer. Make sure your printer settings are correct and that you're using the right kind of paper. After that, it's just a matter of hitting 'print' and waiting for your brand new business cards to come out. After completing these steps, you'll have a stack of business cards ready to distribute. It's a quick and cost-effective way to make sure you're always prepared to network and promote your business or services. Use high-quality images for your logo to prevent any blurriness when printed. Stick to one or two fonts to keep your design clean and easy to read. Make sure to save your document so you can easily update or reprint your business cards in the future. Consider adding a QR code to your business card for easy access to your website or portfolio. Always do a test print on regular paper before printing a whole batch to avoid waste. The standard business card size is 3.5 inches by 2 inches. Yes, you can insert your own images into a business card template in Word. Make sure to check your printer settings and use the appropriate business card paper for the best results. Yes, you can share your Word document, and others can edit it if they have Word installed. Yes, you can create double-sided business cards by setting up your document to print on both sides. Open Microsoft Word. Choose a business card template or create a new blank document. Enter your personal or business information. Customize the design. Print your business cards. So there you have it - a straightforward guide on how to make a business card on Word. It's a perfect solution for those looking to create professional and personalized business cards without the fuss of complicated design software. With a bit of creativity and attention to detail, you can produce business cards that make a great first impression. In our digital age, it's easy to overlook the power of a physical business card. However, they're still a crucial tool for networking and establishing professional relationships. A well-designed business card can provide a tangible reminder of your encounter and is often the first representation of your brand that people will see. Remember, your business card is an extension of your professional identity. It should convey the essence of your brand and the quality of your work. By following the steps outlined in this guide, you can ensure that your business card does just that. Whether you're attending a local networking event, a conference, or just meeting a potential client for coffee, having a business card handy can open the door to new opportunities. So why not take the time to create a set of business cards that you can be proud of? It's a small step that can lead to big things for you and your business. And who knows, your next big break could be just a business card away. Matthew Burleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times. After receiving his Bachelor's and Master's degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites. His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well. Read his full bio here. Enjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever. See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals. Download Our Latest VisualGPS ReportData-backed trends, Generative AI demos, Answers to your usage rights questions. Our original video podcast covers it all—now on demand. Watch NowEnjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever. See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals. Download Our Latest VisualGPS ReportData-backed trends, Generative AI demos, Answers to your usage rights questions. Our original video podcast covers it all—now on demand. Watch Now 1 Open Word and click New to create a new blank document. If you'd prefer to create your business card yourself, you can use the Table tool to make it easier. 2 Click the Layout tab and click Margins. Select "Narrow" to make the margins a little smaller than the default setting. This will allow you to fit the business cards on the page.[4] 3 Click the Insert tab and then click Table. A grid will appear beneath the Table button.[5] 4 Create a 2 x 5 table. Use the grid to insert a table that is two cells wide and five cells high. 5 Right-click on the table's selection crosshair and select "Table Properties". This will open the Table Properties window. The selection crosshair appears in the upper-left corner of the table when you hover over it. 6 Set the alignment of the table to Center. This will make it easier to make the cards even. This setting is in the Table tab of the "Table Properties" window. 7 Click the "Row" tab and check the "Specify height" box. Enter 2" and change the drop-down menu to "Exactly". Note that the standard business card size varies by country. The standard US business card size is 3.5 inches (8.9 cm) x 2 inches (5.1 cm). Here are a few other standards: The standard business card size is also 3.5 inches (8.9 cm) x 2 inches (5.1 cm) in Canada. In the United Kingdom, the standard size is 8.5 centimetres (3.3 in) x 5.5 centimetres (2.2 in). For Australia, the standard size is 9.1 centimetres (3.6 in) x 5.5 centimetres (2.2 in). 8 Click the "Column" tab. The Preferred width box is checked by default, but you'll want to change the specified width in the box. Enter 3.5" and change the drop-down menu to your preferred measurement, such as "Inches". 9 Examine your table. You should now have a table on your page that is separated into ten identical business card-sized cells. If the table doesn't fit, you may have to extend your bottom margin by a tenth of an inch. 10 Right-click the crosshair again and select AutoFit. Choose "Fixed column widths". This will prevent the table from changing shape as you add information to the first cell.[6] For double-sided business cards, copy and paste the table onto a second page in the Word document. The second page will be the back of the business card. 11 Add your information to the first cell. You can use all of your regular Word formatting tools while typing in the cell. You can insert text boxes and images, change fonts, add color, or perform any other formatting that you'd like. Adding pictures to your business card can give it a personal touch and build your brand. You can crop and rotate the images as needed. Check out our guide to formatting in Word for more tips! If you're creating a double-sided card, add your additional information to the first cell in the second page table. 12 Proofread the card. Before copying the information into each of the other cells, take the time to review it now for any errors or typos. If you proofread later, you'll have to change each cell instead of just changing the first before copying it. You can have a family member or friend review your cards before printing to make sure they're free of errors. 13 Select the entire first cell when you're satisfied. To do so: Move your cursor to the bottom-left corner of the cell until it turns into a diagonal arrow. Click and the cell's contents will be selected. Press Ctrl+C (Windows) or ⌘ Cmd+C (Mac) to copy the contents of the cell to the clipboard. 14 Click in the next cell and paste the copied information. You can click "Paste" in the Home tab, or you can press Ctrl+V (Windows) or ⌘ Cmd+V (Mac). Your copied information will appear in the cell in the right locations. Repeat this for each of the cells on the page. Make sure that your business card organization is minimalistic. You can't realistically fit everything about your company into a single card—instead, focus on the most important info like your company logo, name, email address, physical address, website, and role in the company. 15 Right-click the crosshair again and select "Table Borders and Shading" button and select "None" for the border. This will ensure that parts of the cell borders don't appear when you cut the cards.[7] Make sure to save your Word document in case you want to edit it later! 16 Find good paper for the cards. You'll want a nice cardstock paper to print your new business cards on. Make sure that your printer supports the type of paper that you get. You can also send your completed file off to a printer to have the cards professionally printed. To print double-sided cards, make sure to select Print on both sides in the print menu. This will print the second page (the back of the business card) on the back side of the paper. Print one test sheet first to make sure everything looks good and that the back side is aligned properly with the front. 17 Use a precision cutting tool. Avoid using scissors or other cutting tools that require you to maintain a straight line. Use professional paper cutting tools to make sure your cuts are even and properly measured. Advertisement Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Creating your own business cards in Microsoft Word is a straightforward process that can save you time and money. Whether you're using a template or starting from scratch, Word provides all the tools you need to design professional-looking business cards. This tutorial will guide you through both methods, ensuring you end up with a business card that effectively represents your professional identity. How to Use a Microsoft Word Business Card Template Business card templates for Word are available right inside the application from Microsoft's searchable online library. With a quick search, you can access over 30 Microsoft Word business card templates, free of charge. Here's how: Open Word and Access Templates. Navigate to the "More templates" button on the home screen to explore Word's template options. Type "Business Card" in the search box. Filter the templates by typing "Business Card" in the search box. Select Your Preferred Template. Choose a template that fits your needs, such as the "Flower personal business card" template for its simplicity. Create Your Business Card. Click "Create" to open the template for editing. Customize the Template. Remove default images by selecting them and pressing "Delete". Insert Your Logo. Go to "Insert > Pictures > This Device..." to add your logo. Adjust Image Size. Resize your logo to fit by dragging its bounding box. Adjust the image dimensions to fit by dragging its bounding box. Edit the Text. Replace placeholder text with your information. The text will automatically update as you type. Customize Font and Color. Highlight your name or any text, then use the font color icon in the "Home" tab to choose a color. Finalize Your Design. Continue customizing the template with your contact information and details. Print Your Business Cards. Save your document, print and cut your business cards on card stock for a professional finish. How to Make Business Cards in Word From Scratch If you'd rather make a completely custom business card in Word, you can make use of the table function and some creative formatting to do so.